



The Orchard Primary School

[www.orchardprimary.com](http://www.orchardprimary.com)

4th October 2024

Free School Meals

Please note that children who are eligible for benefits and income related Free School Meals (FSM) are currently also eligible for Free School Meal vouchers (Evouchers) in the school holidays to help with food shopping. We are about to order the vouchers for eligible families for the half-term break and would like to make sure those who are eligible do not miss out.

If you do not already received FSMs and wish to check if you are eligible please go to:

[https://www.hounslow.gov.uk/info/20025/schools\\_and\\_colleges/61/free\\_school\\_meals](https://www.hounslow.gov.uk/info/20025/schools_and_colleges/61/free_school_meals)

and complete the application.

Special Mentions

Congratulations to Dishali in Sal for winning 3 trophies for traditional Bharatanatyam dance - well done!



Would your child also like to have a recent achievement mentioned in the school newsletter?

If so, please email details and a photo (if possible) with permissions to: [parent@tops.hounslow.sch.uk](mailto:parent@tops.hounslow.sch.uk)

\*REMINDERS \*

Please ensure your child does not wear earrings to school on PE days as it is a safety hazard.

If you need to update any information held on record, (address, phone number, contact details etc.) please email: [parent@tops.hounslow.sch.uk](mailto:parent@tops.hounslow.sch.uk)



DATES FOR YOUR DIARY

World Mental Health Day  
Thursday, 10th Oct 2024

Thursday, 10th Oct 2024  
Year 1 Drop-in at 3.10pm

Friday, 11th Oct 2024  
Year 2 Drop-in at 3.10pm

School Processes  
Term Time Leave

The law requires that ALL children of school age attend school every day unless s/he is ill or there are exceptional circumstances. For this reason, parents should always arrange visits to family, including those in other countries, during the school holidays. If you feel that you need to take your child out of school during term time please discuss this with the school before finalizing any arrangements.

A 'Term Time Leave' form is available in the school office and we ask that this is completed with all details of absence/travel prior to leave being taken.

We monitor the absence of all children and you are likely to be required to have a meeting with the Headteacher or the Attendance Support Officer, either before or after time away from school, to discuss all term time absences. Where these term time absences are not authorized, the absence will be referred to the Local Authority and parents may incur a fixed penalty warning notice or a fine.

Your child's education is our first priority and each request is considered on its own merit, however, the availability of cheap flights or the length of time since children have seen relatives are not considered to be exceptional circumstances. We are also advised to remove pupils from the school roll if they do not return on an agreed date.

Leavers

If for any reason, you plan to leave the school, we ask that you notify the school office ahead of the move. In line with guidance from the London Borough of Hounslow (LBH), a 'Leavers' form needs to be completed. This form, includes reason for leaving, destination address and destination school as well as current contact details for the parent, is then shared with LBH's admissions team. This is part of our duty of care for your child and allows the smooth transition of your child's records from school to school.



Guava class and Sequoia class achieved the highest attendance for this week 30th September to 4th October 2024.

**CONGRATULATIONS!**



Attendance

If your child is unable to attend school, for any reason, please let us know.

Please email:

[absence@tops.hounslow.sch.uk](mailto:absence@tops.hounslow.sch.uk) Or telephone the school on 020 8570 6247 and leave a voicemail message on the absence line by choosing Option 2. 'Sick' or 'unwell' cannot be accepted as a reason so please provide as much detail (symptoms) as possible. If your child does feel generally unwell in the morning before school, we encourage them to come into school, and if needed, the welfare officer will call you if your child is not well enough to stay in school.

Absence of a child due to parents ill health or that of a relative, is not an acceptable reason for a child to not be in school.

Please try to make GP and dental appointments outside of school hours so that your child is in school as much as possible. If your child needs to attend an appointment during the school day, we expect your child to be in school before and after the appointment.

If your child has a hospital appointment or needs to attend the hospital please provide an appointment card, hospital discharge letter or email details (appointment & time) to the absence email.

This is a requirement so that absences can be authorised.

Thank you for your co-operation and continued support with attendance.

Nurture Learn Grow

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